

## ADMINISTRATIVE POLICY

- 1 Requirements for Employment of Consultants and Ancillary Contract Service Providers
  - 1.1 Each OPTIONS program will employ qualified personnel, which may include consultants and ancillary contract services as needed.
  - 1.2 All consultants will provide services under the provisions of formal written contracts meeting the standards and requirements of state and federal regulations.
  - 1.3 OPTIONS will employ only those consultants and outside ancillary contract services meeting the standards and requirements governing OPTIONS programs and services.
  - 1.4 Written consultant agreements will clearly specify: 1) OPTIONS program(s) and service(s) to receive consultant services; and 2) the duties and responsibilities of the consultant. Copies of agreements will be maintained in the OPTIONS Central Office long with the curriculum vitae or resume of each professional consultant.
  - 1.5 Ancillary contract service providers will provide services under the provisions of formal written contracts. Costs for ancillary contract services will be available to all supported persons who pay privately.
- 2 Maintenance and Review of Consultant and Ancillary Contract Service Agreements
  - 2.1 The Chief Executive Officer will review all contracts at least once annually.
  - 2.2 Any and all required licenses or registrations for consultant or ancillary contract services will be certified at least once annually.
- 3 Billing Procedure for Consultants and Ancillary Contract Service Providers
  - 3.1 Consultants will bill OPTIONS monthly for services rendered. Invoices will include the date(s) services were rendered, the number of hours of service, and a listing of services provided.

POLICY DATE: February 1996

REVISED: May 2004

REVISED: August 2007